

MINUTES OF MEETING OF BOARD OF PUBLIC WORKS, DECEMBER 17, 1940

The Board of Public Works met in the office of the Governor, State House, Annapolis, Maryland, on Tuesday, December 17, 1940.

There were present:

Herbert R. O'Connor, Governor
J. Millard Tawes, Comptroller
Hooper S. Miles, Treasurer
Walter N. Kirkman, Director of the
Department of Budget & Procurement.

COMPTROLLER OF THE TREASURY:

The Comptroller brought to the attention of the Board the following claims for refunds of taxes:

Admissions Tax Division:-

Catoctin Club, Ind.	<u>\$4.80</u>	\$ 4.80
---------------------	---------------	---------

Alcoholic Beverages Tax Division:

M. H. Magruder, Jr.	100.00	
Rev. Thomas Donaldson	.48	
Rev. Jerome D. Sebastian	6.10	
Franciscan Fathers Novitiate	9.90	
Chaplain of House of Good Shepherd	1.00	
Rev. George A. Creswell	2.00	
Chaplains of Jenkins Memorial Hospital	1.92	
Rev. Edward H. Roach	1.44	
Chaplains of Leonard Hall School	2.00	
Rev. Adolph H. Goldschmidt	7.90	
Hans Holterbosch, Inc.	20.00	
Rev. John M. Jacobs	5.30	
Rev. Leonard Gownley	61.50	
Sisters of St. Basil The Greet	2.00	
Sisters of St. Francis' Villa	2.00	
Rev. C. R. Mengers	1.00	
St. Mary's Seminary	9.60	
St. Mary's Seminary	5.80	
Rev. Henry E. Missig	20.30	
Rev. L. J. Ripple	4.30	
Post Exchange, Arlington Cantonment	6.75	
N.C.O. Club, Edgewood Arsenal	36.52	
" "	43.82	
Post Exchange, Edgewood Arsenal	73.46	
Post Exchange, Fort Meade	133.46	
Post Exchange, Holabird	30.80	
Sub-Exchange, Arlington, Ft. Howard	8.10	
" " "	6.54	
Post Exchange, Marine Barracks, Indian)	5.53	
(Naval Powder Factory) Head)	5.80	
Ship's Service Store, Coast Guard,)	41.30	
Curtis Bay)	29.43	
Naval Academy Officers' Club, Annapolis)	11.95	
)16.60	
	<u>)10.08</u>	724.68

Corporation Taxes:

The Baltimore Culvert Pipe Co., Inc.	4.67	
Bristol Clothes, Inc.	32.69	
E. I. DuPont de Nemours & Co.	8.54	
The Eastern Shore Baking Co.	12.04	
General Food Sales Co., Inc.	.77	
Maryland Contracting Corp.	38.53	
McCrory Stores Corp.	86.04	
Talbot Co. Farm Bureau Cooperative, Inc.	8.10	
Tide Water Assoc. Oil Co.	<u>110.37</u>	301.76

Income Tax Division:

Messrs R. Stewart Bonsell & Alfred F. Walker, Trustees	\$12.94	
Morris S. Lazaron (1937)	17.41	
Morris S. Lazaron (1938)	15.25	
Charles G. Holzshu - 1937	3.75	
Dr. Ira H. Stafford - 1937	23.16	
Dorothy C. Stuart - 1937	2.71	
Comptroller of the Treasury (Mathilde K. Cochran) 1939-1938	18.01	
Mathilde K. Cochran - 1938	48.12	
Mathilde K. Cochran - 1937	86.09	
Theresa M. Braun - 1938	2.95	
Clinton N. Woolsey - 1938	1.88	
Harold A. Leffler - 1938	1.86	
Elsie A. Hyatt - 1938	4.13	
T. Sangston Insley - 1938	25.63	
George's Creek Coal Co., Inc.-1937	12.48	
George's Creek Coal Co., Inc.-1938	7.91	
Jarrettsville Building Assoc.-1938	13.00	
Comptroller of the Treasury (The Maryland Slag Co.) 1938-1937	26.06	\$323.34

License Bureau:

J. Frank Spalding	\$45.00	45.00
-------------------	---------	-------

Recordation Tax:

Farm Credit Administration of Balto.	\$ 4.50	
Production Credit Association of Balto.	2,439.50	
F. W. Trapnell	5.00	2,449.00

Title Tax Division:

Charles M. Harmon, Jr.	\$11.30	
Robert Adam Stein	2.26	
Walsh Motor Co., Inc.	8.50	
Henry Kramme	6.00	
Ralph W. Bissonette and Frank I. Finch	5.90	
John Floyd Bogt, Jr.	1.10	
International Harvester Co.	21.18	
Mabel S. Bessemer	4.00	
The Motor Sales Co.	6.09	
Oriole Pontiac Co.	18.60	
Minnie Gambel	6.00	
Phyllis Danielson	1.80	
Hodges & Hawkins	2.80	95.53
		3,944.11,

and recommended them for payment.

The Board approved the recommendation of the Comptroller.

The Comptroller suggested to the Board that since quite sometime elapses between meetings of the Board and it is necessary to hold these claims for refunds, so that approval to the payment of them can be given by the Board, and considerable inconvenience and annoyance caused the claimants because of the delay in having their claims paid, it would be well to authorize the Comptroller to make payment of the claims upon their being received by him and then to report such payments to the Board at the meeting following such payments, with the understanding, of course, that any claims which were not of a routine nature would be held for the consideration and approval of the Board.

The Board approved this recommendation of the Comptroller, and authorized him to proceed accordingly in the payment of claims for refunds.

CONSERVATION DEPARTMENT:

The Secretary brought to the attention of the Board a letter from the Conservation Department advising that a new accounting machine had been purchased by that Department, and that as the Adding Machine Company had offered an allowance of \$35.00 for the old machine, they wished to sell same to the Maryland Publicity Commission with that Commission reimbursing the Conservation Department to the extent of \$35.00.

The Board approved the transfer, as requested.

COURT COSTS:

The Board approved reimbursement to Mr. T. Hughlett Henry in the amount of \$75.00, covering one-half the Court Costs in printing record in the case of Clare S. Willaims, vs. Comptroller of the Treasury (Income Tax Case), paid by him, the State Law Department having recommended the payment.

- - - - -

The Board approved for payment the bills from the Circuit Court of Baltimore City for \$28.50 and \$5.75, covering Court Costs in the case of Fidelity Trust Company vs. The State Tax Commission, the State Tax Commission having forwarded the bills with a request for payment of them.

CROWNSVILLE STATE HOSPITAL:

The Board confirmed approval previously given by the members, individually, for Crownsville State Hospital to enter into a contract with Charles J. Spielman Company, Inc, of Baltimore, Maryland, in the amount of \$88,802.00, covering work to be done on the water and sewage plant at that institution, in accordance with the plans and specifications prepared by James Posey, Consulting Engineer, and James R. Edmunds, Jr., Architect, payment to be made from the appropriation for the cost of the work in the General Bond Issue of 1939.

* * * * *

Mr. Kirkman took up with the Board the matter of permit for the extension of water supply and sewerage systems at Crownsville State Hospital, and suggested to the Board that authority be granted, providing the recommendations of the State Department of Health are followed in the construction of the work.

The Board approved the recommendation of Mr. Kirkman.

DEPARTMENT OF BUDGET AND PROCUREMENT:

Mr. Kirkman requested the Board to advise him what to do in cases where he felt requisitions called for automobiles of a type which were more expensive than a department or official requesting them should have. He called attention to the fact that a requisition from the Commissioner of Motor Vehicles for a Chrysler car had been received, and that while it would be possible to purchase a Buick road-master automobile at a cost of approximately \$100.00 less than the Chrysler, taking into consideration an old car to be traded in, he was not sure of his authority to limit a department in the purchase of such equipment, or whether it was necessary to purchase the equipment requisitioned by the department.

In the instant case, the Board felt that it would be willing to allow Mr. Kirkman to use his own judgment and that if he desired, in the interest of the State, to purchase the less expensive car, it would be agreeable to the Board for him to exercise his judgment accordingly.

DEPARTMENT OF CORRECTION:

The Secretary brought to the attention of the Board a communication from Mr. Willis R. Jones, Chairman and Director of the Department of Correction, calling attention to the fact that because of the failure of the Works Progress Administration to reimburse that Department in the full amount of the Grant which had been expected in connection with the con-

struction work at the Maryland Penitentiary, Women's Prison and Maryland House of Correction, there is a deficit of \$456.59 in the Department's construction account, as authorized by the General Bond Issue of 1937. Mr. Jones requested that the Board authorize the transfer of \$456.59 from the premium account of the General Bond Issue of 1937 to take care of the deficiency, as authorized in Section 8 of Chapter 487 of the Acts of 1937.

The Board was agreeable to the request and authorized the transfer.

* * * * *

The Secretary brought to the attention of the Board a communication from Mr. Willis R. Jones, Chairman of the Department of Correction, requesting authority to ask for competitive bids for the remainder of the steam and electrical generating plant at the Maryland State Penal Farm, at an estimated cost of \$130,000.00.

The Board approved this request.

GARRETT COUNTY: Treasurer

The Comptroller requested that he be authorized to charge-off his books as uncollectible, \$18.93 shown to be due in the accounts of Albert L. Lee, deceased, former County Treasurer of Garrett County. Mr. Lee was bonded by the National Surety Company, which went into receivership and after crediting the account with the dividend received from the receivership for the Surety company, the balance of \$18.93 was left standing in the account against Mr. Lee.

In view of the fact that Mr. Lee is dead and it is not possible to make any collection from the Surety company, which is now legally out of existence, the request that the balance be charged-off as uncollectible, was approved.

EASTERN SHORE STATE HOSPITAL: (Also see end of these Minutes)

Upon recommendation of Mr. Kirkman, the Eastern Shore State Hospital was authorized to spend \$110.00 of the funds provided for sewerage connection for the purpose of running a line from three cottages to the present sewer line.

LEASES:

The Board approved the following leases: -

Maryland State Police and John X. Kelly, for Apartment 3, 200 E. 21st Street, Baltimore, Maryland for the term of one year, October 1, 1940, at an annual rental of \$330.00.

State Board of Examining Engineers and Court Square Building, Inc., for Suite 1314-15 Court Square Building, Baltimore, Maryland, for the term of one year, December 1, 1940, at an annual rental of \$300.00.

State Department of Public Welfare and Charles I. Elzey, for Commodity Warehouse, 2405-2413 W. Franklin Street, Baltimore, Maryland, 24,000 square feet, for the term of one year, November 15, 1940, at an annual rental of \$3,600.00.

Unemployment Compensation Board and the Mayor and City Council of the City of Cumberland, Maryland, for 2,348 square feet in the Old Post Office Building, at an annual rental of \$1,380.00, one year, Dec. 15, 1940.

Unemployment Compensation Board and George V. Arnold, Charles G. Geisbert and U. Grant Hooper, Frederick, Maryland, for 1,300 square feet in the Seminary Building, 12 E. Church Street, Frederick, for the term of one year, January 1, 1941, at an annual rental of \$900.00.

MARYLAND STATE POLICE:

See: Leases, these minutes.

* * * *

Upon the recommendation of Mr. Kirkman, the Board approved the disposition of certain unuseable property consisting of portions of officers uniforms, worn automobile tires, and useless motor vehicle parts, to the best advantage of the State. These articles are to be regarded more or less as junk and of no further use to the Department.

MILITARY DEPARTMENT:

The Secretary brought to the attention of the Board a letter from General Milton A. Reckord, attached to which was a bill which the Military Department had received from Mr. James A. Walton in the amount of \$175.00 for services rendered that Department in connection with the efforts made by General Reckord to secure a proper site upon which to locate the Annapolis Armory.

The bill was not approved by the Board as it was not thought that the expense would be a proper charge against the amount available for the construction of the Armory.

MARYLAND TUBERCULOSIS SANATORIUM:

The Secretary brought to the attention of the Board a file of correspondence passing between the Maryland Tuberculosis Sanatorium, the Department of Budget and Procurement and the office of the State Comptroller, relative to the desire of Dr. Victor F. Cullen, Superintendent of the Sanatorium, to open the surgical unit which has been completed at the Mt. Wilson Branch.

It developed that it would cost approximately \$20,000.00 to operate the unit and that Dr. Cullen would be able to take care of the necessary salaries and some of the expenses out of his budget for the current year; while Mr. Kirkman stated that it would be possible for him to take care of the balance of the expenses out of the Revolving Fund of the State Department of Budget and Procurement, the Fund to be reimbursed out of money to become available to the Maryland Tuberculosis Sanatorium for the year beginning October 1, 1941. The Board felt that it was desirable to operate the surgical unit, and approved the arrangement, above, for taking care of the salaries and expenses.

MORGAN STATE COLLEGE:

The members of the Board, individually having approved the budget of the Morgan State College for the fiscal year 1941, formally approved that budget, as recommended by Mr. Kirkman.

RITCHIE MEMORIAL:

Mr. Kirkman called attention to the fact that no understanding was existent as to the care of the Governor Ritchie Memorial, and thought that something should be done, especially in view of the newspaper comments recently to the effect that certain forms of vandalism were being enacted on the property.

It was suggested that the State Roads Commission could take care of the work, but nothing was decided definitely.

ST. MARY'S FEMALE SEMINARY:

The Secretary brought to the attention of the Board a communication from Miss M. Adele France, President of St. Mary's Female Seminary, for authority to use the \$1,500.00 which had been made available in 1938 from funds appropriated to the Maryland Tercentenary Commission, for the relocation of a garage, etc. in connection with the construction of the new gymnasium building, so that garage facilities could be made available in the new building, instead of elsewhere, by moving the old garage.

The Board approved this request.

CITY OF SALISBURY, MARYLAND:

The Secretary brought to the attention of the Board a communication from the Harbor Master of Salisbury, Maryland, relative to the extension of a state-owned sewer, located in College Avenue, Salisbury, from its present terminus to the channel line of the Wicomico River.

The matter was referred to Mr. Kirkman, to be taken up by him with the State Department of Education, since the sewer in question is connected with the State Teachers College of Salisbury.

SPRINGFIELD STATE HOSPITAL:

The Secretary brought to the attention of the Board a communication from Springfield State Hospital in regard to certain changes to be made in the original set-up in connection with the erection and construction work incident to the installation of the new boiler at the institution, at an additional cost of \$1, 198.83, the contractor being Charles T. King, Inc., of Baltimore.

The matter was referred to Mr. Kirkman, with authority for him to authorize the work if he felt it necessary and the price in order

* * * * *

Upon recommendation of Mr. Kirkman, the Board approved the sale of one rebuilt motor driven water jacketed lard cooling tank, owned by Springfield State Hospital, which is no longer needed, to Hahn Brothers of Westminster, Maryland, for the sum of \$55.00, as no other agency or institution of the State has need for this equipment.

STATE EMPLOYMENT COMMISSIONER: Working Hours

Mr. Kirkman brought the attention of the Board to the fact that inquiries were being made by various state agencies as to the office hours to be maintained by them, subsequent to the summer schedule of 9:00 a.m. to 4:00 p.m. for the summer months, as established by the Board last summer.

It was felt by the Board that during the winter months, or between the time when the summer schedule became inoperative until the beginning of the summer schedule next year, the hours should be from 9:00 a.m. to 4:30 p.m., with the understanding that when business requires it, the work of the State would be completed, even if it be necessary to work later than 4:30 p.m.

STATE BOARD OF EXAMINING ENGINEERS:

See: Leases, these minutes.

STATE DEPARTMENT OF FORESTRY:

The Secretary brought to the attention of the Board a communication from the State Department of Forestry, dated October 16, 1940, reporting the purchase of various ten-acre lots, as outlined in their letter, at a total cost of \$441.22, in accordance with authority previously given them to make such purchases without first securing the Approval of the Board.

The report was approved by the Board.

STATE DEPARTMENT OF PUBLIC WELFARE:

See: Last Item of These Minutes.

STATE INSTITUTIONS:

Mr. Kirkman brought to the attention of the Board an offer from MacDonald Brothers, Inc., of New York City, to conduct an efficiency survey in certain of our State Institutions.

The Board was of the opinion that there was no occasion for such a survey at this time.

UNEMPLOYMENT COMPENSATION BOARD:

See: Leases, these Minutes.

UNION TRUST COMPANY OF MARYLAND: Stock

Mr. Miles called attention to the fact that the State is the holder of 21,482 shares of stock of the Union Trust Company, Baltimore, and suggested that he be authorized to sign a proxy for use in connection with the annual meeting of that company.

The suggestion was approved by the Board.

- - - - -

Mr. Miles also called attention to the fact that he did not feel that the State should continue to hold, indefinitely, the shares of stock of the Union Trust Company, but that the stock should be sold if it was found this could be done to the advantage of the State.

Mr. Miles was authorized to look into the matter and report to the Board at the next meeting.

UNIVERSITY OF MARYLAND:

Upon the recommendation of Mr. Kirkman, approval was given to the budget for 1941, submitted by the University of Maryland.

WASHINGTON COUNTY: Register of Wills

The Comptroller brought to the attention of the Board a claim filed by Harry Newcomer, Register of Wills for Washington County, in which Mr. Newcomer requested that he be reimbursed for money advanced by him in the settlement of his accounts as Register of Wills for Washington County with the State, because of the fact that the official funds received by him were deposited in the First National Bank of Hagerstown, Maryland, which closed September 30, 1931, leaving him unable to transmit the amount due from him. Mr. Newcomer submitted a statement showing that it was necessary for him to borrow the money with which to make good his official account, and that as of this date, after crediting the dividends received from the liquidator of the bank, there is still due, to reimburse him, the sum of \$2,017.17.

It was stated by the Comptroller that in all cases of bank closings, the procedure was to have the official turn over to the State Comptroller the certificate received, covering the amount frozen in the banks, and for such dividends as were paid to be forwarded to the State Treasurer, to reduce the amount due from the bank.

In answer to inquiry as to how it would be possible to reimburse Mr. Newcomer, it was stated that this amount could possibly be allowed him out of his current revenue, to be charged as an expense of the office.

After due consideration, the Board felt that the Attorney General should be consulted and his advice obtained as to whether it would be permissible to adjust the account in this manner.

WORKING HOURS:

See: State Employment Commissioner, these Minutes.

EASTERN SHORE STATE HOSPITAL:

Upon recommendation of Mr. Kirkman approval was given to work to be done in connection with the construction of the sewerage system for the Eastern Shore State Hospital, as follows:

Smith Bros., Galesville, Md.	\$3,500.00
Allen Tyler & Son, Cambridge, Md.	875.00
Diesel Engine & Pump Service Co., Inc., Baltimore, for mechanical equipment.	5,639.00.

STATE DEPARTMENT OF PUBLIC WELFARE:

Mr. Kirkman took up with the Board request received from The State Department of Public Welfare, that it be allowed to use out of the amount reserved in the budget of that department for the current fiscal year, an amount sufficient to take care of the administration expense in connection with boarding out of children.

It was requested that \$45,579.00 be made available out of the \$416,000.00 impounded by the Board of Public Works in the 1941 Budget, and of this amount \$24,954.00 would be used by Baltimore City to establish a division of the Department of Public Welfare to administer boarding home care for children, transferred by the Henry Watson Children's Aid Society. The balance of the funds, amounting to \$20,625.00 would be used to increase the staff or workers in the counties for two purposes:

- 1- To bring the staff in the counties up to minimum requirements for present caseload.
- 2- To provide necessary workers for administering boarding care for children in those counties in which the Maryland Children's Aid Society does not have a recognized unit.

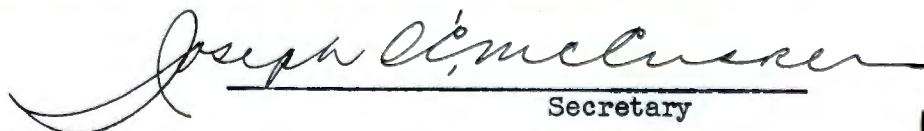
The Board approved the allocation of \$19,963.00 in connection with the establishment of a division of the Department of Public Welfare, by Baltimore City, for the purpose outlined above.

It was also requested that the Board approve \$16,610.00 for the administration for food stamp plan in six counties, and a revolving fund of \$100,000.00 out of which to purchase the stamps.

No action was taken upon the request for allowance for the food stamp plan in the six counties.

The Board approved \$5,818.00 to be allocated to the State Department of Public Welfare to start an investigation in certain counties of the financial circumstances of persons seeking hospitalization at public expense, in that Department's budget.

There being no further business, the meeting was adjourned.


Secretary

Income Tax Division:

Messrs R. Stewart Bonsell &		
Alfred F. Walker, Trustees	\$12.94	
Morris S. Lazaron (1937)	17.41	
Morris S. Lazaron (1938)	15.25	
Charles G. Holzshu - 1937	3.75	
Dr. Ira H. Stafford - 1937	23.16	
Dorothy C. Stuart - 1937	2.71	
Comptroller of the Treasury		
(Mathilde K. Cochran) 1939-1938	18.01	
Mathilde K. Cochran - 1938	48.12	
Mathilde K. Cochran - 1937	86.09	
Theresa M. Braun - 1938	2.95	
Clinton N. Woolsey - 1938	1.88	
Harold A. Leffler - 1938	1.86	
Elsie A. Hyatt - 1938	4.13	
T. Sangston Insley - 1938	25.63	
George's Creek Coal Co., Inc.-1937	12.48	
George's Creek Coal Co., Inc.-1938	7.91	
Jarrettsville Building Assoc.-1938	13.00	
Comptroller of the Treasury		
(The Maryland Slag Co.) 1938-1937	26.06	\$323.34

License Bureau:

J. Frank Spalding	\$45.00	45.00
-------------------	---------	-------

Recordation Tax:

Farm Credit Administration of Balto.	\$ 4.50	
Production Credit Association of Balto.	2,439.50	
F. W. Trapnell	5.00	2,449.00

Title Tax Division:

Charles M. Harmon, Jr.	\$11.30	
Robert Adam Stein	2.26	
Walsh Motor Co., Inc.	8.50	
Henry Kramme	6.00	
Ralph W. Bissonette and		
Frank I. Finch	5.90	
John Floyd Bogt, Jr.	1.10	
International Harvester Co.	21.18	
Mabel S. Bessemer	4.00	
The Motor Sales Co.	6.09	
Oriole Pontiac Co.	18.60	
Minnie Gambel	6.00	
Phyllis Danielson	1.80	
Hodges & Hawkins	2.80	95.53
		3,944.11,

and recommended them for payment.

The Board approved the recommendation of the Comptroller.

The Comptroller suggested to the Board that since quite sometime elapses between meetings of the Board and it is necessary to hold these claims for refunds, so that approval to the payment of them can be given by the Board, and considerable inconvenience and annoyance caused the claimants because of the delay in having their claims paid, it would be well to authorize the Comptroller to make payment of the claims upon their being received by him and then to report such payments to the Board at the meeting following such payments, with the understanding, of course, that any claims which were not of a routine nature would be held for the consideration and approval of the Board.

The Board approved this recommendation of the Comptroller, and authorized him to proceed accordingly in the payment of claims for refunds.

CONSERVATION DEPARTMENT:

The Secretary brought to the attention of the Board a letter from the Conservation Department advising that a new accounting machine had been purchased by that Department, and that as the Adding Machine Company had offered an allowance of \$35.00 for the old machine, they wished to sell same to the Maryland Publicity Commission with that Commission reimbursing the Conservation Department to the extent of \$35.00.

The Board approved the transfer, as requested.

COURT COSTS:

The Board approved reimbursement to Mr. T. Hughlett Henry in the amount of \$75.00, covering one-half the Court Costs in printing record in the case of Clare S. Willaims, vs. Comptroller of the Treasury (Income Tax Case), paid by him, the State Law Department having recommended the payment.

- - - - -

The Board approved for payment the bills from the Circuit Court of Baltimore City for \$28.50 and \$5.75, covering Court Costs in the case of Fidelity Trust Company vs. The State Tax Commission, the State Tax Commission having forwarded the bills with a request for payment of them.

CROWNSVILLE STATE HOSPITAL:

The Board confirmed approval previously given by the members, individually, for Crownsville State Hospital to enter into a contract with Charles J. Spielman Company, Inc, of Baltimore, Maryland, in the amount of \$88,802.00, covering work to be done on the water and sewage plant at that institution, in accordance with the plans and specifications prepared by James Posey, Consulting Engineer, and James R. Edmunds, Jr., Architect, payment to be made from the appropriation for the cost of the work in the General Bond Issue of 1939.

* * * * *

Mr. Kirkman took up with the Board the matter of permit for the extension of water supply and sewerage systems at Crownsville State Hospital, and suggested to the Board that authority be granted, providing the recommendations of the State Department of Health are followed in the construction of the work.

The Board approved the recommendation of Mr. Kirkman.

DEPARTMENT OF BUDGET AND PROCUREMENT:

Mr. Kirkman requested the Board to advise him what to do in cases where he felt requisitions called for automobiles of a type which were more expensive than a department or official requesting them should have. He called attention to the fact that a requisition from the Commissioner of Motor Vehicles for a Chrysler car had been received, and that while it would be possible to purchase a Buick road-master automobile at a cost of approximately \$100.00 less than the Chrysler, taking into consideration an old car to be traded in, he was not sure of his authority to limit a department in the purchase of such equipment, or whether it was necessary to purchase the equipment requisitioned by the department.

In the instant case, the Board felt that it would be willing to allow Mr. Kirkman to use his own judgment and that if he desired, in the interest of the State, to purchase the less expensive car, it would be agreeable to the Board for him to exercise his judgment accordingly.

DEPARTMENT OF CORRECTION:

The Secretary brought to the attention of the Board a communication from Mr. Willis R. Jones, Chairman and Director of the Department of Correction, calling attention to the fact that because of the failure of the Works Progress Administration to reimburse that Department in the full amount of the Grant which had been expected in connection with the con-

struction work at the Maryland Penitentiary, Women's Prison and Maryland House of Correction, there is a deficit of \$456.59 in the Department's construction account, as authorized by the General Bond Issue of 1937. Mr. Jones requested that the Board authorize the transfer of \$456.59 from the premium account of the General Bond Issue of 1937 to take care of the deficiency, as authorized in Section 8 of Chapter 487 of the Acts of 1937.

The Board was agreeable to the request and authorized the transfer.

* * * * *

The Secretary brought to the attention of the Board a communication from Mr. Willis R. Jones, Chairman of the Department of Correction, requesting authority to ask for competitive bids for the remainder of the steam and electrical generating plant at the Maryland State Penal Farm, at an estimated cost of \$130,000.00.

The Board approved this request.

GARRETT COUNTY: Treasurer

The Comptroller requested that he be authorized to charge-off his books as uncollectible, \$18.93 shown to be due in the accounts of Albert L. Lee, deceased, former County Treasurer of Garrett County. Mr. Lee was bonded by the National Surety Company, which went into receivership and after crediting the account with the dividend received from the receivership for the Surety company, the balance of \$18.93 was left standing in the account against Mr. Lee.

In view of the fact that Mr. Lee is dead and it is not possible to make any collection from the Surety company, which is now legally out of existence, the request that the balance be charged-off as uncollectible, was approved.

EASTERN SHORE STATE HOSPITAL: (Also see end of these Minutes)

Upon recommendation of Mr. Kirkman, the Eastern Shore State Hospital was authorized to spend \$110.00 of the funds provided for sewerage connection for the purpose of running a line from three cottages to the present sewer line.

LEASES:

The Board approved the following leases: -

Maryland State Police and John X. Kelly, for Apartment 3, 200 E. 21st Street, Baltimore, Maryland for the term of one year, October 1, 1940, at an annual rental of \$330.00.

State Board of Examining Engineers and Court Square Building, Inc., for Suite 1314-15 Court Square Building, Baltimore, Maryland, for the term of one year, December 1, 1940, at an annual rental of \$300.00.

State Department of Public Welfare and Charles I. Elzey, for Commodity Warehouse, 2405-2413 W. Franklin Street, Baltimore, Maryland, 24,000 square feet, for the term of one year, November 15, 1940, at an annual rental of \$3,600.00.

Unemployment Compensation Board and the Mayor and City Council of the City of Cumberland, Maryland, for 2,348 square feet in the Old Post Office Building, at an annual rental of \$1,380.00, one year, Dec. 15, 1940.

Unemployment Compensation Board and George V. Arnold, Charles G. Geisbert and U. Grant Hooper, Frederick, Maryland, for 1,300 square feet in the Seminary Building, 12 E. Church Street, Frederick, for the term of one year, January 1, 1941, at an annual rental of \$900.00.

MARYLAND STATE POLICE:

See: Leases, these minutes.

* * * *

Upon the recommendation of Mr. Kirkman, the Board approved the disposition of certain unuseable property consisting of portions of officers uniforms, worn automobile tires, and useless motor vehicle parts, to the best advantage of the State. These articles are to be regarded more or less as junk and of no further use to the Department.

MILITARY DEPARTMENT:

The Secretary brought to the attention of the Board a letter from General Milton A. Reckord, attached to which was a bill which the Military Department had received from Mr. James A. Walton in the amount of \$175.00 for services rendered that Department in connection with the efforts made by General Reckord to secure a proper site upon which to locate the Annapolis Armory.

The bill was not approved by the Board as it was not thought that the expense would be a proper charge against the amount available for the construction of the Armory.

MARYLAND TUBERCULOSIS SANATORIUM:

The Secretary brought to the attention of the Board a file of correspondence passing between the Maryland Tuberculosis Sanatorium, the Department of Budget and Procurement and the office of the State Comptroller, relative to the desire of Dr. Victor F. Cullen, Superintendent of the Sanatorium, to open the surgical unit which has been completed at the Mt. Wilson Branch.

It developed that it would cost approximately \$20,000.00 to operate the unit and that Dr. Cullen would be able to take care of the necessary salaries and some of the expenses out of his budget for the current year; while Mr. Kirkman stated that it would be possible for him to take care of the balance of the expenses out of the Revolving Fund of the State Department of Budget and Procurement, the Fund to be reimbursed out of money to become available to the Maryland Tuberculosis Sanatorium for the year beginning October 1, 1941. The Board felt that it was desirable to operate the surgical unit, and approved the arrangement, above, for taking care of the salaries and expenses.

MORGAN STATE COLLEGE:

The members of the Board, individually having approved the budget of the Morgan State College for the fiscal year 1941, formally approved that budget, as recommended by Mr. Kirkman.

RITCHIE MEMORIAL:

Mr. Kirkman called attention to the fact that no understanding was existent as to the care of the Governor Ritchie Memorial, and thought that something should be done, especially in view of the newspaper comments recently to the effect that certain forms of vandalism were being enacted on the property.

It was suggested that the State Roads Commission could take care of the work, but nothing was decided definitely.

ST. MARY'S FEMALE SEMINARY:

The Secretary brought to the attention of the Board a communication from Miss M. Adele France, President of St. Mary's Female Seminary, for authority to use the \$1,500.00 which had been made available in 1938 from funds appropriated to the Maryland Tercentenary Commission, for the relocation of a garage, etc. in connection with the construction of the new gymnasium building, so that garage facilities could be made available in the new building, instead of elsewhere, by moving the old garage.

The Board approved this request.

CITY OF SALISBURY, MARYLAND:

The Secretary brought to the attention of the Board a communication from the Harbor Master of Salisbury, Maryland, relative to the extension of a state-owned sewer, located in College Avenue, Salisbury, from its present terminus to the channel line of the Wicomico River.

The matter was referred to Mr. Kirkman, to be taken up by him with the State Department of Education, since the sewer in question is connected with the State Teachers College of Salisbury.

SPRINGFIELD STATE HOSPITAL:

The Secretary brought to the attention of the Board a communication from Springfield State Hospital in regard to certain changes to be made in the original set-up in connection with the erection and construction work incident to the installation of the new boiler at the institution, at an additional cost of \$1, 198.83, the contractor being Charles T. King, Inc., of Baltimore.

The matter was referred to Mr. Kirkman, with authority for him to authorize the work if he felt it necessary and the price in order

* * * * *

Upon recommendation of Mr. Kirkman, the Board approved the sale of one rebuilt motor driven water jacketed lard cooling tank, owned by Springfield State Hospital, which is no longer needed, to Hahn Brothers of Westminster, Maryland, for the sum of \$55.00, as no other agency or institution of the State has need for this equipment.

STATE EMPLOYMENT COMMISSIONER: Working Hours

Mr. Kirkman brought the attention of the Board to the fact that inquiries were being made by various state agencies as to the office hours to be maintained by them, subsequent to the summer schedule of 9:00 a.m. to 4:00 p.m. for the summer months, as established by the Board last summer.

It was felt by the Board that during the winter months, or between the time when the summer schedule became inoperative until the beginning of the summer schedule next year, the hours should be from 9:00 a.m. to 4:30 p.m., with the understanding that when business requires it, the work of the State would be completed, even if it be necessary to work later than 4:30 p.m.

STATE BOARD OF EXAMINING ENGINEERS:

See: Leases, these minutes.

STATE DEPARTMENT OF FORESTRY:

The Secretary brought to the attention of the Board a communication from the State Department of Forestry, dated October 16, 1940, reporting the purchase of various ten-acre lots, as outlined in their letter, at a total cost of \$441.22, in accordance with authority previously given them to make such purchases without first securing the Approval of the Board.

The report was approved by the Board.

STATE DEPARTMENT OF PUBLIC WELFARE:

See: Last Item of These Minutes.

STATE INSTITUTIONS:

Mr. Kirkman brought to the attention of the Board an offer from MacDonald Brothers, Inc., of New York City, to conduct an efficiency survey in certain of our State Institutions.

The Board was of the opinion that there was no occasion for such a survey at this time.

UNEMPLOYMENT COMPENSATION BOARD:

See: Leases, these Minutes.

UNION TRUST COMPANY OF MARYLAND: Stock

Mr. Miles called attention to the fact that the State is the holder of 21,482 shares of stock of the Union Trust Company, Baltimore, and suggested that he be authorized to sign a proxy for use in connection with the annual meeting of that company.

The suggestion was approved by the Board.

Mr. Miles also called attention to the fact that he did not feel that the State should continue to hold, indefinitely, the shares of stock of the Union Trust Company, but that the stock should be sold if it was found this could be done to the advantage of the State.

Mr. Miles was authorized to look into the matter and report to the Board at the next meeting.

UNIVERSITY OF MARYLAND:

Upon the recommendation of Mr. Kirkman, approval was given to the budget for 1941, submitted by the University of Maryland.

WASHINGTON COUNTY: Register of Wills

The Comptroller brought to the attention of the Board a claim filed by Harry Newcomer, Register of Wills for Washington County, in which Mr. Newcomer requested that he be reimbursed for money advanced by him in the settlement of his accounts as Register of Wills for Washington County with the State, because of the fact that the official funds received by him were deposited in the First National Bank of Hagerstown, Maryland, which closed September 30, 1931, leaving him unable to transmit the amount due from him. Mr. Newcomer submitted a statement showing that it was necessary for him to borrow the money with which to make good his official account, and that as of this date, after crediting the dividends received from the liquidator of the bank, there is still due, to reimburse him, the sum of \$2,017.17.

It was stated by the Comptroller that in all cases of bank closings, the procedure was to have the official turn over to the State Comptroller the certificate received, covering the amount frozen in the banks, and for such dividends as were paid to be forwarded to the State Treasurer, to reduce the amount due from the bank.

In answer to inquiry as to how it would be possible to reimburse Mr. Newcomer, it was stated that this amount could possibly be allowed him out of his current revenue, to be charged as an expense of the office.

After due consideration, the Board felt that the Attorney General should be consulted and his advice obtained as to whether it would be permissible to adjust the account in this manner.

WORKING HOURS:

See: State Employment Commissioner, these Minutes.

EASTERN SHORE STATE HOSPITAL:

Upon recommendation of Mr. Kirkman approval was given to work to be done in connection with the construction of the sewerage system for the Eastern Shore State Hospital, as follows:

Smith Bros., Galesville, Md.	\$3,500.00
Allen Tyler & Son, Cambridge, Md.	875.00
Diesel Engine & Pump Service Co., Inc., Baltimore, for mechanical equipment.	5,639.00.

STATE DEPARTMENT OF PUBLIC WELFARE:

Mr. Kirkman took up with the Board request received from The State Department of Public Welfare, that it be allowed to use out of the amount reserved in the budget of that department for the current fiscal year, an amount sufficient to take care of the administration expense in connection with boarding out of children.

It was requested that \$45,579.00 be made available out of the \$416,000.00 impounded by the Board of Public Works in the 1941 Budget, and of this amount \$24,954.00 would be used by Baltimore City to establish a division of the Department of Public Welfare to administer boarding home care for children, transferred by the Henry Watson Children's Aid Society. The balance of the funds, amounting to \$20,625.00 would be used to increase the staff or workers in the counties for two purposes:

- 1- To bring the staff in the counties up to minimum requirements for present caseload.
- 2- To provide necessary workers for administering boarding care for children in those counties in which the Maryland Children's Aid Society does not have a recognized unit.

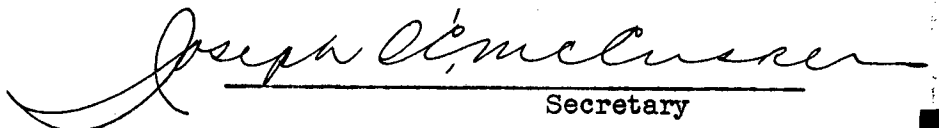
The Board approved the allocation of \$19,963.00 in connection with the establishment of a division of the Department of Public Welfare, by Baltimore City, for the purpose outlined above.

It was also requested that the Board approve \$16,610.00 for the administration for food stamp plan in six counties, and a revolving fund of \$100,000.00 out of which to purchase the stamps.

No action was taken upon the request for allowance for the food stamp plan in the six counties.

The Board approved \$5,818.00 to be allocated to the State Department of Public Welfare to start an investigation in certain counties of the financial circumstances of persons seeking hospitalization at public expense, in that Department's budget.

There being no further business, the meeting was adjourned.


Secretary